



United States
Department of
Agriculture

Food and
Nutrition
Service

Mountain
Plains
Region

1244 Speer Boulevard
Denver, CO 80204-3585

Reply to
Attn. of:

SP 94-73

JUN 21 1994

Subject:

Free and Reduced Price Eligibility--Special Certification, Provision 2--
Further Guidance

To:

STATE AGENCY DIRECTORS
(Special Nutrition Programs)

- Colorado ED, Iowa, Kansas, Missouri ED,
Montana OPI, Nebraska ED, North Dakota,
South Dakota, Utah, Wyoming ED

This SP Memorandum contains guidance on certain issues involved in the implementation of 7 CFR 245.9 (b), which is known as Provision 2. This memorandum extends the guidance presented in SP 94-61, dated January 13, 1994, and in the guidance booklet Special Assistance Certification and Reimbursement Alternatives Guidance, which was sent out as an attachment to memorandum INF 93-42 on August 16, 1993. This memorandum also provides a corrected version of the Letter to Households, which is an attachment in the guidance booklet.

1. Monthly meal claiming percentages: When a school is implementing Provision 2 in both the lunch program and in the breakfast program it should calculate the percentages for free, reduced-price, and paid meals separately for each month's lunch service and for each month's breakfast service. Likewise, in years 2 and 3 of Provision 2 operation, the lunch percentages for a given month will be applied to the total count of lunches served in that month, and the breakfast percentages will be applied to the total count of breakfasts served in that month. Of course a school operating both a lunch program and a breakfast program may choose to operate Provision 2 in one program and not the other.
2. Adding a second meal service under Provision 2 when the other meal service already operates under the Provision: If a school operates Provision 2 in (for instance) its lunch service, and later wishes to operate a breakfast program under the Provision, it must establish a base year or first year for the breakfast program's Provision 2 operation. While this may be awkward to accomplish, the school does have the option of going to a new base year for lunch service as well as for breakfast, thereby putting both meal services on the same cycle.

Please contact our office if you have any questions.

Ann C. DeGroat

ANN C. DEGROAT
Regional Director
Special Nutrition Programs

Attachment

Attachment: Sample Letter to Households, Provision 2 (for use in Year 1)

LETTER TO HOUSEHOLDS
NATIONAL SCHOOL LUNCH/SCHOOL BREAKFAST PROGRAM

Dear Parent/Guardian:

We are pleased to inform you that all children in _____ School will be receiving meals at no charge through the academic year 19____ unless other wise notified. However, in order to receive additional Federal monies for meals served, our school must have applications on file from:

1. parents/guardians of children whose household income is at or below the guidelines given below, or

[insert income guidelines for reduced price]

2. parents/guardians of children who receive Food Stamps or Aid to Families with Dependent Children (AFDC) for those children, or
3. foster parents on behalf of their foster children.

Please complete the attached application and return it to school if your household is in any of the categories described above. Contact the school or telephone _____ you have questions about completing the application.

For parents and guardians of children who are disabled: All meals served must meet patterns established by the U.S. Department of Agriculture. However, if a child is determined by a doctor to be disabled and the disability would prevent the child from eating the regular school meal, this school will make any substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a disability, please get in touch with us for further information.

REPORTING CHANGES: If you are an eligible household who submits an application you must report to the school any time during the year if your household's size decreases or your household's income increases by more than \$50.00 per month or \$600.00 per year. If your application indicates that your child(ren) receive food stamps or AFDC, you must report to the school any time during the year if you stop getting food stamps or AFDC.

CONFIDENTIALITY: School officials use the information on the application only to decide if your child's circumstances meet guidelines which allow the school to gain additional Federal assistance. The information is kept in complete confidentiality.

In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

Sincerely,

Name

Title

Date